

**JOB DESCRIPTION**  
*Adams County, Wisconsin*

JOB TITLE: Mental Health/AODA Counselor  
STATUS: Full-time; non-exempt  
DEPARTMENT: Health & Human Services  
SUPERVISOR: Clinical Services Manager

**POSITION SUMMARY**

Under general supervision, the Mental Health/AODA Counselor provides ongoing individual and group psychotherapy and addiction counseling services for clients of the Outpatient Mental Health (MH) and Alcohol and Other Drug Abuse (AODA) clinics operated by the Agency. Implements policies and procedures to assure effective delivery of services and conforms with Federal, State, and County statutes and regulations, as well as with applicable professional and ethical standards. Participates in crisis intervention system, providing emergency mental health and AODA services on-call or as requested, including during times of natural (or other) disaster.

**JOB DUTIES**

1. Provides ongoing individual and group psychotherapy and/or addiction counseling to assigned client caseload. Maintains client files and completes applicable documentation (case plans, progress notes, insurance forms and preauthorizations, etc.) in a timely manner.
2. Conducts intake interviews and assessments. Completes all paperwork to Federal, State, County, and agency standards, including financial determinations, mental status examinations, personal histories, and preliminary treatment plans.
3. Implements and follows policies and procedures that conform with Federal, State, and County statutes and regulations.
4. Attends and participates in regularly scheduled supervision/peer counseling meetings with Clinical Services Manager, Medical Director, Consulting Psychologist, and/or other clinical staff to review client progress.
5. Participates as needed in the County's crisis intervention system, including as needed during regular working hours, on a rotating basis on evenings, weekends and holidays as assigned, and in response to natural (or other) disaster. Responds as necessary, including on-site at local secure facilities, and completes required documentation. Reviews emergency detention, detoxification, emergency protective placement, and other inpatient/placement situations with Director, Clinical Services Manager, and Inpatient Coordinator as soon as practical.
6. May be asked to provide group and individual psychotherapy and addiction counseling services in areas of specialization required by the clientele of the Department, as a function of qualifications, interests, and availability of other clinical staff within the Department. This includes individuals with a dual diagnosis (mental health and alcohol/drug addiction) and may include other such populations or services as: behavior modification or contingency management, women's issues, victims of domestic and/or sexual abuse, perpetrators of domestic violence and anger management, etc. Acts as consultant to counseling and clinical staff in areas of specialization.
7. Consults with Case Managers of assigned clients in the provision of community-based support services. Assures the integrity and coordination of the mental health aspect of clients' community treatment. Serves as a resource to other professional staff regarding pertinent social programs, entitlements, community agencies, etc. Serves as a primary source for information related to other aspects of independent living in the community (e.g. housing, banking, shopping, etc.). Functions as catalyst for the discussion of identified unmet needs.
8. Works to promote Department values, such as community integration of persons with physical, mental, and developmental disabilities, the principle of normalization, the right of self-determination and choice, the responsibilities of citizenship, an attitude which promotes customer satisfaction, etc.
9. May serve as point of contact for the Health & Human Services Department relative to assigned external agencies, programs, or services. As assigned, may represent the Department at profes-

sional meetings, community events, etc. Consults with applicable Unit Manager and/or Director regarding issues raised and articulates Department positions and policies in applicable areas.

10. Assists in and/or may be asked to coordinate the provision of services to clients in crisis or emergency situations. May be assigned to participate in the Department's comprehensive crisis intervention/intake system, including after-hours on-call.
11. The Health & Human Services Department's staff operates on a team approach; therefore you might be asked to do something other than your regular duties by the department management staff for the efficiency of the department. For example, you may be asked to provide support for the agency in the absence of other staff, or in the event of an emergency or crisis, etc. or you may be asked to perform other on-going duties appropriate to your job classification as assigned by your supervisor or the Director

### **PERSONAL ATTRIBUTES**

1. Responsible for the strict maintenance of client confidentiality. Assures that records that contain client names or other personal information are not visible to the public during office hours and are stored securely during non-office hours. Does not discuss client cases or other confidential agency information with anyone (staff or collaterals) at any time, unless there is a demonstrable need to know and a signed authorization to release information (as appropriate). Does not discuss client cases or other confidential agency information with members of the general public, including members of his/her family. Adheres to Code of Conduct in maintaining privacy and confidentiality.
2. Responsible for making suggestions to improve program operations, existing service delivery systems, service selection and coordination on a systemic or individual client basis. Responsible for identifying problems and barriers and for recommending appropriate solutions. Responsible for contributing to a productive, harmonious, and cooperative work environment.

### **REQUIRED QUALIFICATIONS**

1. Requires a Master's Degree in Psychology, Counseling Psychology, or Social Work or very closely related field. Must possess, or obtain within 1 year, licensure as a Professional Counselor. Must be certified for Medical Assistance reimbursement or obtain such credentials within 1 year. Requires knowledge of and adherence to applicable professional codes of ethics pertinent to the delivery of outpatient psychological services.
2. Must be certified (or have a plan on file with the Wisconsin Counselor Certification Board) as a Certified Alcohol & Drug Counselor III. Requires knowledge of and adherence to applicable professional codes of ethics pertinent to the delivery of outpatient addiction services.
3. Requires thorough knowledge of Chapters 51 and 55, Wisconsin Statutes, and Chapters HFS 61 and 75, Wisconsin Administrative Code, and experience with existing State and local service delivery systems. Requires attention to detail, the ability to meet deadlines, and punctuality in completing case plans, therapy notes, mandated insurance forms, etc.
4. Requires current knowledge of: techniques for assessing emergencies, various therapeutic approaches (e.g. systems theory, Brief or Solution-Focused Therapy, Client-Centered, Reality Therapy, Gestalt, etc.), dual diagnosis (mental health and alcohol/drug addiction) evaluation and treatment methodologies, and applicable Federal, State, and County laws, rules, and regulations.
5. Requires experience and expertise in several software programs, including Microsoft Windows, Microsoft Office (Word and Excel) Corel WordPerfect Office (including Quattro Pro), etc.
6. Requires excellent interpersonal skills, and problem-solving and organizational abilities, as well as the ability to work harmoniously, constructively, and cooperatively with other professionals, clients and their families, community service providers, and members of the general public. Requires a solution-oriented approach and the ability to generate creative helpful solutions to

problems. Requires the ability to follow directions, apply fairly appropriate agency policies, complete projects in a timely manner, and be a team player.

7. Requires superior writing skills, and the ability to compose a variety of complex and sophisticated professional documents, assessments, and reports.
8. Must possess a current Wisconsin driver's license, automobile, and automobile insurance as required by Wisconsin State law.
9. Applicants must pass background checks conducted by the Wisconsin Department of Justice and the Wisconsin Department of Health & Family Services, and pre-employment drug and other screenings conducted as required by County policy.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

1. Work primarily indoors in controlled environment.
2. Must be able to travel independently to various locations.
3. Work normally performed from a sedentary position. Ability to function primarily in situations encountered in a normal office setting.
4. Activities include frequent verbal and written communication, utilizing multi-line telephone systems and computer applications. Must be able to communicate and to hear and comprehend verbal communications.
5. Must have good hand-eye coordination.
6. Ability to operate a variety of office equipment such as computer terminal, facsimile machine, calculator/adding machine, computer printer, and photocopier.
7. Must be able to meet deadlines and to maintain a balanced workload. Must be able to tolerate the stresses associated with deadlines, internal and external customer service, and quality enhancement.
8. Risk of exposure to blood borne pathogens is considered low.

Approved by the Health & Human Services Board this 11<sup>th</sup> day of November, 2005.

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Approved by the Personnel Committee this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

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